

## **COMMUNITY DEVELOPMENT PROJECT COORDINATOR**

**General Statement of Duties:** Performs professional level work involving the planning, administration, and completion of community and economic development, housing, and human services activities. Performs related work as required.

**Distinguishing Features of the Class:** This position involves comprehensive administrative and professional responsibility in multiple areas of community and economic development, redevelopment, housing and human service projects and programs. Position includes the coordination of the efforts of various City departments, designers, contractors, subrecipients, and the public. The work requires considerable initiative and independent judgement, although employee works under the supervision of the Community and Economic Development Program Coordinator. The position requires the coordination of all phases of the activities from planning to final inspection or project completion.

### **Areas of Accountability:**

- Administers, monitors, supervises, reports, and maintains accurate records on the progress of subrecipient projects, departmental projects, and ongoing projects;
- Ensures compliance with applicable local, state, and federal regulations, recommends program policies and operating procedures, and recommends resolution for noncompliance and complaints;
- Prepares and processes applications for state and federal agencies;
- Supervises the compiling of bid and contract documents, advertising and solicitation of bids for projects, all in accordance with federal, state, and local statutes;
- Prepares and maintains plans, reports and studies;
- Attends Community Development Advisory Committee meetings, prepares agendas and minutes, acts as liaison to the public and other City agencies, and disseminates program information;
- Provides technical advice pertaining to financial incentives involving tax abatement and tax increment financing and establishing urban renewal/revitalization areas for community and economic development purposes;
- Provides technical advice pertaining to local, state, and federal incentives for economic development, undertake business and project underwriting and analysis, and monitor economic development purposes;
- Provides technical advice pertaining to health and human service agencies, including recommendations on their City funded programs, goals and progress;
- Monitors project and program budgets, assist in budget preparation, and complete financial reports;
- Participates in community and metropolitan area groups, organizations, and committees involved in community and economic development issues;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:** Considerable knowledge of the principles, objectives, and techniques of community and economic development, housing, human services, and planning; considerable knowledge of procedural aspects of contracts and State and Federal rules and regulations relating to community development and related fields of public activity; ability to manage complex projects and programs by developing a work program in conjunction with other City departments and monitoring the various phases of the project; thorough knowledge of the principles and practices of public administration and of office management skills; ability to communicate effectively, orally, and in writing; ability to establish and maintain effective working relationships with the general public, civic groups, and other City departments.

**Acceptable Experience and Training:** Bachelors degree in planning, public administration or related field with several years experience in community and economic development activities or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.